

## **WHOLLY EXEMPT APPLICATION INFORMATION SHEET**

In addition to the completion of a completed application, please provide the following additional information, if applicable:

1. If the use involves students, clergy or teachers, please provide the following:
  - a. Student: provide information on school letterhead as to school where student attends and hours of attendance.
  - b. Teacher: provide information on school letterhead as to school where teacher works and hours of employment.
  - c. Clergy: place of worship where employed and hours of employment.
    - (a) if more than one clergy is occupant, provide their name and a separate Manse form for each clergy.
2. If property is used by a different organization than the owner, provide their name, their use and amount of rent, if any.
3. Deed to property(s)
4. Certificate of Incorporation
5. Letter from the IRS showing exempt status

**Said information will assist in efficiently processing your application.**

If you have any questions, please call Julie Persichetti at 357-5100 ext. 206.